

From: [Coltrain, Katrina](#)
To: [Little, Bill](#)
Subject: RE: Concur Itinerary 09/23/2015: WILCOX TRAVEL FOR OPEN HOUSE (M4D59A)
Date: Thursday, August 27, 2015 12:48:34 PM

Not yet. Hopefully next week.

Katrina Higgins-Coltrain
Remedial Project Manager
US EPA Region 6
LA/OK/NM Section
1445 Ross Avenue
Dallas, Texas 75202
214-665-8143

From: Little, Bill
Sent: Thursday, August 27, 2015 10:22 AM
To: Coltrain, Katrina
Subject: RE: Concur Itinerary 09/23/2015: WILCOX TRAVEL FOR OPEN HOUSE (M4D59A)

Did you look at the power point I sent?

Bill Little
Region 6 USEPA
Community Involvement
Coordinator/SEE
214.665.8131
little.bill@epa.gov



From: Coltrain, Katrina
Sent: Thursday, August 13, 2015 2:29 PM
To: Little, Bill
Subject: FW: Concur Itinerary 09/23/2015: WILCOX TRAVEL FOR OPEN HOUSE (M4D59A)

Here is the hotel for September. Same as before. I will be driving up rather than flying. I can take the large posters as before and any other items we need.

Katrina Higgins-Coltrain
Remedial Project Manager
US EPA Region 6
LA/OK/NM Section
1445 Ross Avenue
Dallas, Texas 75202
214-665-8143



9761119

From: Concur Travel [<mailto:TravelWizard@concursolutions.com>]

Sent: Thursday, August 13, 2015 2:08 PM

To: Coltrain, Katrina

Subject: Concur Itinerary 09/23/2015: WILCOX TRAVEL FOR OPEN HOUSE (M4D59A)

Trip Overview

Trip Name: Wilcox travel for Open House

Start Date: September 23, 2015

End Date: September 25, 2015

Created: August 13, 2015, KATRINA HIGGINS-COLTRAIN (*Modified: August 13, 2015*)

Description: Wilcox travel for Open House

Trip Purpose: 1-SUPERFUND SITE TRAVEL

Agency Record Locator: M4D59A

Reservation for: Katrina M Higginscoltrain

Total Estimated Cost: \$188.44 USD

Reservations

Wednesday, September 23, 2015



Marriott Southern Hills

1902 E 71st St
Tulsa, Oklahoma, 74136
US
918-493-7000

Checking In: Wed Sep 23

16:00

Room 1, Days 2, Guests 1

Confirmation: 82891678

Status: **Confirmed**

Frequent Guest Number: 426783098

Rate Code: GOVA00

Checking Out: Fri Sep 25

11:00

Additional Information

Daily Rate: \$83.00 USD

Total Rate: \$188.44 USD

Room Details

Room Description: RoomDescriptionCodeGOVA00

Special Instructions: Nonsmokingearlychckin

Cancellation Policy

94.22 Usd Cxl Fee Per Room Cancellation Permitted Up To 1Days Before Arrival



Total Estimated Cost

Hotel: \$188.44 USD

Total Estimated Cost: \$188.44 USD

Remarks

FOR 24/7 TRAVEL ASSISTANCE PLEASE CONTACT
THE BCD TRAVEL TEAM AT 1-866-964-1346
FOR OUTSIDE THE US CALL COLLECT 406-496-9577
FOR THE HEARING IMPAIRED- PLEASE DIAL 711
TO ACCESS RELAY SERVICE- PROVIDE PHONE
NUMBER OF 1-866-964-1346 TO ACCESS TRAVEL

DUE TO RECENT CHANGES IN THE FY15 GOVERNMENT CITY PAIR
PROGRAM/PPP YOUR AIR RESERVATIONS ARE SUBJECT TO
CANCELLATION BY THE AIRLINES IF NOT TICKETED AT LEAST
48 HOURS PRIOR TO SCHEDULED DEPARTURE
PLEASE ENSURE ALL NECESSARY APPROVALS ARE PROCESSED IN
ACCORDANCE WITH YOUR AGENCY'S BUSINESS RULES BUT NO LESS

THAN 3 BUSINESS DAYS PRIOR TO DEPARTURE TO ENSURE TICKETING.
THIS 48 HOUR CANCELLATION RULE DOES NOT APPLY TO
INTERNATIONAL RESERVATIONS UNLESS YOUR TRIP HAS DOMESTIC
CONNECTIONS ON MORE THAN ONE AIRLINE OR THESE
RESERVATIONS REQUIRE SEPARATE AIR TICKETS.
